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TO: All Diplomatic and Consular Posts and AID and USICA
Overseas Establishments AND US SFM

FROM: Department of State (PER/ER/FN)

DATE:

E.O. 11652:

N/A

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TAGS:

APER, AFSP

SUBJECT:

FSN PERSONNEL: Implementing New Interagency FSN
Position Classification Standards

REF:

A-850 of February 27, 1978

DEPT. DISTRIBUTION

ARA/MGT ✓
AF/EX ✓
AGR/FAS ✓
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(30 copies)

Under the sponsorship and direction of State, AID, ICA, USDA/FAS and DoD, private contractors recently began implementing on a post-by-post basis the FSN position classification standards contained in the new Interagency Local Employee Position Classification Handbook (LEPC Handbook)*.

With the exception of the Bureau of African Affairs whose procedures will be discussed in a separate message, the following procedures will normally apply where the standards are being implemented:

1. Contractors will be briefed fully in Washington on the use of the new position classification standards and on a modified version of the Interagency Local Employee Compensation Handbook (currently in draft form) which is tailored to accommodate the new classification system.

*(The Handbook was printed before the change in employee title to "national" was effected.)

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| DRAFTED BY: W. Hibbs | PER/ER/FN | DRAFTING DATE 3/23/79 | PHONE NO. 25339 | CONTENTS AND CLASSIFICATION DGP/PER Robert | APPROVED BY: Gerhenson |
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CLEARANCES:

see last page for clearances

2. Contractors implementing the new standards will usually conduct a salary survey. Normally, the position classification review will be conducted in advance of the salary survey.
3. Contractors will normally desk audit a minimum of 10-15 percent of the FSN position of all agencies at the post and consult with all available American and FSN supervisors on the content of positions.
4. Contractors will fully explain the new system to American and FSN personnel at the outset of the survey. Prior to departing the post, contractors will present their final classification determinations to American supervisors.
5. Contractors will be responsible for providing the initial training to personnel at the mission who will be responsible for administering the new system. Mission personnel responsible for administering the new system are urged to read the new position classification handbook carefully before training begins.
6. The mission will normally be given 30 days after the departure of the contractors to submit to Washington (PER/ER/FN and with copies to the appropriate regional bureau and other headquarters agency offices) any supervisory appeals of classification decisions made by the contractors. Supervisory appeals will be adjudicated in Washington by the Interagency FSN Position Classification Board of Appeals and decisions will be forwarded to the mission by the Board as soon as possible thereafter.
7. Normally, implementation of the revised local compensation plan resulting from the salary survey will be deferred pending the adjudication of any supervisory position classification appeals. Where compelling reasons exist at the post for implementing the revised local compensation plan before the position classification appeals are adjudicated, an exception may be authorized by the appropriate regional bureau in consultation with PER/ER/FN and other agencies. Under such an exception, the contractors' recommended classification decisions would be implemented simultaneously with the revised compensation plan. Any subsequent reversals of contractor recommendations by the Board as a result of pending supervisory appeals would not be retroactive.

- 3 -

8. Upon implementation of survey results, a one-year waiting period will be established during which position reclassification actions will not normally be authorized. (Any classification appeals which are pending at the time the new compensation plan takes effect will be adjudicated and any adjustments made despite the one-year waiting period.) Further, it is possible that exceptional circumstances, e.g. the need to reorganize sections and restructure positions because of a reduction-in-force ordered by Washington, may necessitate the reclassification of certain FSN positions at an earlier date. In such circumstances the mission is required to advise the Department (PER/ER/FN with copies to the appropriate regional bureau and to other concerned headquarters agency offices) and provide full details, justification, copies of job descriptions of newly-developed positions and specific recommendations as to grade level for the Board's evaluation and decision.

Procedures will be developed soonest governing the extent to which audit of reclassification actions is needed after the one year waiting period has ended.

9. Employees may be promoted without Washington approval only to fill positions classified during the survey which subsequently become vacant unless separate instructions requiring Washington approval of promotions are issued by individual agencies.

Each mission is required to submit a quarterly FSN promotion report to Washington (PER/ER/FN with copies to the appropriate regional bureau and other concerned agency headquarters offices). For each promotion made during the previous quarter, the report should list the previous and new position titles, grades, and agency of the employee concerned. The reports are due on January 1, and the beginning of each quarter thereafter. The first report is due at the beginning of the first quarter following implementation of the new standards. These reporting procedures also apply to missions at which the standards have been implemented already.

- 4 -

10. A comprehensive training program for personnel directly involved in administering the standards and for American supervisors will be developed and conducted in each geographic region at the earliest practicable date.
11. Normally, distribution of the new FSN position classification handbook will not be made to posts before the new standards are implemented. It is agreed generally that the new system should be installed by fully trained contract personnel. Wherever the standards are to be implemented the contractors will have a copy of the new classification handbook available for retention by the mission.

The foregoing instructions provide a general picture of the new classification standards and are meant to provide highlights of the new system. The contract teams will provide detailed instructions to each individual post when the new standards are implemented. In the meantime, posts should feel free to address any question regarding the new standards to the Department (PER/ER/FN).

Clearances: ARA/MGT - W. Calderhead *was*
AF/EX - J. Bryant *was*
AGR/FAS - D. Madison *was*
NEA/EX - S. Krys *was*
EA/EX - J. Moran *was*
EUR/EX - C.R. Bowers (Substance) *was*
AID - H. Ulrich *was*
DoD - W. Coakley *was*
ICA - E. Conlon *was*
PER/ER - A. Kern *was*
PER/ER/FN - A. Weinstein *was*

VANCE